

[illegible]

EXPENSES CLAIM FORM

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- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

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			NAME: Elizabeth Denham		COST CENTRE: 120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE	
DATE	TIME		REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED <small>CHOOSE CURRENCY</small>	PROJECT CODE	INV: DOC:
	DEPARTURE	ARRIVAL									
DD/MM/YY	00:00:00	00:00:00	(WHY YOU TRAVELLED)	(WHAT YOU PAID FOR)	CHOOSE FROM DROP DOWN LIST	enter number unless N/A appears			UK £	USE DROP DOWN LIST	CODE
08/06/17				Taxi in London	UK Travel & Accommodation 26001	1	N/A	2	34.80	NO PROJECT - 0000	120-26001-0000
09/06/17				Taxi in London	UK Travel & Accommodation 26001	2	N/A	1	32.56	NO PROJECT - 0000	120-26001-0000
09/06/17				Heathrow Express Ticket - Heathrow	UK Travel & Accommodation 26001	3	N/A	1	22.00	NO PROJECT - 0000	120-26001-0000
03/07/17				Heathrow Express Ticket - Paddington	UK Travel & Accommodation 26001	4	N/A	1	22.00	NO PROJECT - 0000	120-26001-0000
03/07/17				Taxi in London	UK Travel & Accommodation 26001	5	N/A	1	15.00	NO PROJECT - 0000	120-26001-0000
03/07/17				Train ticket from Kings Cross-Cambridge	UK Travel & Accommodation 26001	6	N/A	1	23.60	NO PROJECT - 0000	120-26001-0000
03/07/17				Taxi in Cambridge	UK Travel & Accommodation 26001	7	N/A	1	10.00	NO PROJECT - 0000	120-26001-0000
05/07/17				Snack at Cambridge Station	UK Subsistence & meals 26001	8	N/A	2	9.90	NO PROJECT - 0000	120-26001-0000
05/07/17				Lunch at House of Commons	UK Subsistence & meals 26001	9	N/A	1	4.15	NO PROJECT - 0000	120-26001-0000
05/07/17				Taxi in London	UK Travel & Accommodation 26001	10	N/A	1	20.68	NO PROJECT - 0000	120-26001-0000
05/07/17				Taxi in London	UK Travel & Accommodation 26001	11	N/A	1	15.40	NO PROJECT - 0000	120-26001-0000
06/07/17				Taxi in London	UK Travel & Accommodation 26001	12	N/A	1	27.28	NO PROJECT - 0000	120-26001-0000
06/07/17				Taxi in London	UK Travel & Accommodation 26001	13	N/A	1	36.52	NO PROJECT - 0000	120-26001-0000
06/07/17				Snack at Euston Station	UK Subsistence & meals 26001	14	N/A	1	6.18	NO PROJECT - 0000	120-26001-0000
06/07/17				Train ticket from Euston to Wilmslow	UK Travel & Accommodation 26001	15	N/A	1	160.50	NO PROJECT - 0000	120-26001-0000
12/07/17				Hosting: Dinner with [REDACTED]	Hosting and working lunches 26050	16	N/A	2	36.23	NO PROJECT - 0000	120-26050-0000
13/07/17				Breakfast in London	UK Subsistence & meals 26001	17	N/A	1	12.00	NO PROJECT - 0000	120-26001-0000
13/07/17				Lunch in London	UK Subsistence & meals 26001	18	N/A	1	7.73	NO PROJECT - 0000	120-26001-0000
13/07/17				Snack for train [REDACTED] from London	UK Subsistence & meals 26001	19	N/A	1	4.85	NO PROJECT - 0000	120-26001-0000
18/07/17				Dinner in London	UK Subsistence & meals 26001	20	N/A	1	10.25	NO PROJECT - 0000	120-26001-0000
19/07/17				Taxi in London	UK Travel & Accommodation 26001	21	N/A	2	15.40	NO PROJECT - 0000	120-26001-0000
19/07/17				Hosting: Lunch [REDACTED]	Hosting and working lunches 26050	22	N/A	2	22.40	NO PROJECT - 0000	120-26050-0000
20/07/17				Breakfast in London	UK Subsistence & meals 26001	23	N/A	1	12.00	NO PROJECT - 0000	120-26001-0000
20/07/17				Hot drink in London	UK Subsistence & meals 26001	24	N/A	2	4.80	NO PROJECT - 0000	120-26001-0000
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
Enter any notes relating to this claim here											
Taxis used in London as several meetings on the same day											

TOTAL EXPENSES INCURRED

566.23

Claimant declaration:

Elizabeth Denham

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

CASH ADVANCE RECEIVED

TOTAL CLAIMED/(REPAID TO FINANCE)

566.23

Heather Dove

Now forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

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NAME:						Elizabeth						Denham						DATE OF CLAIM: DD/MM/YY			20/10/17			CLAIM REFERENCE:			Denh20-10-17																							
																		COST CENTRE (TEAM NUMBER / NAME):									120 - LEADERSHIP TEAM						overwrite this cell with currency if "other" selected below						FINANCE USE											
DATE & TIME <small>(FOR SUBSISTENCE CLAIMS)</small>						REASON FOR TRIP						DESCRIPTION OF EXPENSE						CATEGORY						RECEIPT NUMBER			NO. MILES			NO. PASSENGERS			AMOUNT CLAIMED																	
RECEIPT DATE/ TRIP START			TRIP END																														TOTAL TRIP	CHOOSE CURRENCY			PROJECT CODE													
DD/MM/YY			00:00:00			DD/MM/YY			00:00:00			HRS	WHY YOU TRAVELLED						WHAT YOU PAID FOR						CHOOSE FROM DROP DOWN LIST						ENTER NUMBER UNLESS N/A APPEARS						EURO €			USE DROP DOWN LIST			CODE							
															Attending A29 Working Party - 2 October - 4 October																																			
03/10/17												n/a			Refreshments						Overseas Subsistence & meals 26002						1						N/A						1			6.05			120-26002-					
04/10/17												n/a			Lunch x 3 (paid for [redacted])						Overseas Subsistence & meals 26002						2						N/A						3			40.00			120-26002-					
04/10/17												n/a			Taxi in Brussels						Overseas Travel & Accommodation 26002						3						N/A						1			15.00			120-26002-					
04/10/17												n/a			Lunch & Dinner Hotel Bill						Overseas Subsistence & meals 26002						4						N/A						3			94.00			120-26002-					
						</																																												

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